



PERS 73-4782

National Civil Service League

EFFICIENCY-QUALITY-ECONOMY IN GOVERNMENT MANAGEMENT
FOUNDED 1881

October 23, 1973

The Honorable William E. Colby
Director
Central Intelligence Agency
Washington, D.C. 20505

Dear Mr. Colby:

Please accept this cordial invitation to nominate two employees for the National Civil Service League's Career Service Award. We solicit your personal interest in this program which benefits the entire public service and has been sponsored by the League for 20 years.

We look to your leadership to assure that the best of our career employees are nominated. All grades and occupations are eligible, and we hope that you will give consideration to the full range of your personnel, men and women -- including field staffs.

Extra copies of the enclosed announcement may be obtained from the National Civil Service League. Nominations are due at the National Civil Service League by February 15, 1974. We look forward to your early response.

Sincerely,

Mortimer M. Caplin
Mortimer M. Caplin
President

MMC/scb

Enclosure

1825 K STREET, N.W. • WASHINGTON, D. C. 20006 • AREA CODE (202) 833-1450

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National Civil Service League

CAREER SERVICE AWARDS PROGRAM

- recognizes career public employees for significant contributions
- encourages excellence in government service
- promotes public appreciation of quality in government
- stimulates able youth to choose government careers

1825 K St., N.W., Washington, D.C. 20006

Nomination Forms

CAREER SERVICE AWARD

is hereby nominated for the
National Civil Service League
Career Service Award.

Signature of Agency Head

Date

please attach to nomination

SPECIAL ACHIEVEMENT AWARD

is hereby nominated for the
National Civil Service League
Special Achievement Award.

Signature of Agency Head

Date

please attach to nomination

Career Service Awards Program

THE National Civil Service League *Career Service Awards Program* strengthens the public service by bringing national attention to the unique contributions which federal government employees make to our national life.

The League grants awards to employees who outstandingly exemplify the primary characteristics of the career service: efficiency, achievement, character and service. Extensive publicity through television, radio, magazines, and newspapers will be given to the selection and presentation of the awards.

Presentation

The award recipients will be guests of honor at a presentation ceremony attended by leaders of government, business, education and the professions.

Nominations

Agency and department heads are invited to nominate one candidate in each of the two awards categories — Special Achievement and Career Service.

Career Service Awards Criteria

The nominee must be employed in one of the career services of the federal government.

1. Service — At least ten years — this may include military service and employment in state or local, as well as federal, governments.
2. Character — A record of integrity and devotion to the principles of public service.
3. Efficiency and Achievement — A record of exceptional efficiency; evidence of sustained superior performance and accomplishment.

Special Achievement Awards Criteria

The nominee must have made some special achievement or produced work bearing his or her personal mark — work which has brought credit to the agency and to the public service. Exceptional contributions — even in the early years of service — will be considered.

1. Special Accomplishment — Evidence of an unusual, worthy activity in and for the public service which the candidate developed and/or carried out. This can be any or all of these:
 - single, one-time achievement;
 - series of successful projects;
 - one project over a period of years.
2. Character — A record of integrity and devotion to the principles of public service.
3. Efficiency and Achievement — A record of exceptional efficiency; evidence of superior performance and accomplishment.

Nominating Instructions

Men and women in all grades and occupations, in the field, overseas, and in the departmental services are eligible. Nominees must meet the criteria established in this announcement.

WHAT TO SUBMIT: Each agency and department head may nominate one candidate in each category by submitting before **February 15, 1974:**

1. **WRITTEN STATEMENT:** Four copies, no more than five pages in length containing:

- Justification in detail for the nomination in terms of the primary considerations noted in the criteria.
- Human interest factors especially related to the candidate's career that would give insight into the candidate's character and assist in promulgation of widespread publicity on the candidate's selection.
- Comments on the candidate's participation in professional, social and civil activities and organizations.

2. **SUMMARY STATEMENT:** 50 copies, (*original must be signed by agency head*) preferably one page long, but two pages will be accepted — organized as indicated below:

- Name, title and grade.
- Business address and phone number.
- Residence address and phone number.
- Education and degrees (including names of schools).
- Length of service.
- Chronological synopsis of career service progression, showing title and government organizations.
- Brief statement setting forth in summary the substantive achievement(s) which qualify the candidate for consideration and indicating the agency head's primary reason(s) for submitting the candidate's name.

3. **NOMINATION FORM** found in this leaflet.

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